

**CONFIDENTIAL**

Central Intelligence Agency

Approved For Release 2003/06/26 : CIA-RDP84B00890R000800100022-7

Washington, D.C. 20505

23 DEC 1981

**DD/A REGISTRY**

**FILE:** 106

MEMORANDUM FOR: Craig L. Fuller  
Director, Office of Cabinet Administration  
The White House

SUBJECT: Travel by Government Officials, Including  
Foreign Travel ☐

25X1

REFERENCE: President's Memo to Executive Departments and  
Agencies, dtd 16 Dec 81, same Subject

1. Attached herewith is a draft of an Agency notice which will be disseminated in the near future addressing our efforts to reduce excessive travel. You will note that, among a number of cost saving features, the notice reemphasizes the scrutiny required in approving official travel within the Agency and it also responds to the concerns outlined in the second paragraph of reference memorandum. ☐

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2. The approval and documentation of Agency travel are not only contained in standard travel orders, but the purpose of trips also must be included in messages to the Agency installations being visited, either foreign or domestic. Travel cannot commence until the chief of the facility provides his concurrence. ☐

25X1

3. In addition to the above actions, we are pursuing the following travel reduction measures:

a. Examine the further use of commuted rate travel procedures. This cost effective system, which does not require itemized accounting, is currently being used for PCS travel abroad; we are looking into the feasibility of extending the system to include domestic PCS and domestic/foreign TDY travel.

b. Pursue the installation of a computer-assisted airline reservation and ticketing capability which will enhance the Agency's ability to take advantage of all

WARNING NOTICE  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED

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25X1 available discount air fares. (While we anticipate that dramatic savings will be achieved with this item, there are cover and security liabilities that must be resolved.) ☐

c. Look into the feasibility of using commercial travel agency services to realize additional discounts and the adoption of a reduced per diem rate schedule which is lower than actual subsistence rate systems. ☐ 25X1

25X1 4. Since our employees frequently travel under the guise of ☐ they would be expected to adhere to any cost saving measures practiced by the cover organization, provided the Agency's mission requirements are met. ☐ 25X1

151  
William J. Casey  
Director of Central Intelligence

Attachment

Distribution:

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25X1 EO/DDA/☐ba(18Dec81)

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TRAVEL

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## REDUCTION OF TRAVEL COSTS

1. The President has instructed the Cabinet officials to reduce the travel costs of the government to the essential minimum. The Administration policy is that agencies should authorize that amount of travel necessary to accomplish the purposes of the government effectively at minimum cost. This policy is applicable not only to travel of government employees but to travel of others, such as contractors, project personnel, and consultants whose travel expenses are directly reflected in the amounts paid by the government.

2. Deputy Directors and Operating Officials shall ensure that nonessential travel is eliminated and travel costs minimized by:

a. Reviewing all blanket travel authorizations and canceling those which are not required.

b. Minimize the number of participants attending conferences, meetings, and seminars which require travel at government expense.

c. Ensure fullest use of Agency and government regularly scheduled transportation in traveling to/from Agency facilities. Use of employees' privately owned vehicles or the special scheduling of Agency/government transportation will be permitted on a very limited basis when more advantageous to the government.

d. In the case of contractors whose travel costs are directly reflected in the price paid by the government, conduct a special review of contract provisions and procedures, followed by necessary action to see that travel is held to that which is essential and that the cost of such travel is minimized.


e. Ensuring that travel authorizations limit the amount authorized for excess baggage commensurate with the duration and purpose of the travel and that the excess baggage authorized is not provided merely to permit transportation of personal items acquired during travel.

f. Where feasible, combining different missions into single trips.

g. Reducing the number of domestic and foreign TDY trips by extending the length of trips to include more locations if this would prove to be more economical.

h. Using Government Transportation Requests (GTR) whenever possible to take advantage of GSA city-pair contract service agreements.

3. Agency officials who have the responsibility to authorize and approve travel are reminded that they should ensure that the official travel in question is necessary, that it meets the Agency's mission requirements, and that it is conducted by the most economical means possible to carry out the requirements of the trip.

  
Deputy Director  
for  
Administration

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DISTRIBUTION: AB

**ROUTING AND TRANSMITTAL SLIP**

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>ED/DDA</i>	<i>ME</i>	18 DEC 1981
2. <i>A/DDA</i>	<i>AT</i>	12-18
3. <i>DDA</i>	<i>AT</i>	12-21
4. <i>ED</i>		21 DEC 1981
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

1-2/3: Joe tells me our rpt is on the DCA's desk - it responds to the "spirit" of the attached. I asked [redacted] to check with Joe to see if we were to redraft our proposed memo to [redacted] - they are supposed to let me know.

*John*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
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## EXECUTIVE SECRETARIAT

## Routing Slip

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13	D/EE0		X		
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SUSPENSE		28 December			
		Date			

## Remarks:

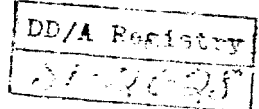
Please prepare response for DDCI's signature as Acting DCI.

*[Signature]*  
Executive Secretary

17 Dec 81

Date

3437 (12-77)



THE WHITE HOUSE

WASHINGTON

December 16, 1981

81-9502

MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Travel by Government Officials,  
Including Foreign Travel

Few government expenditures are more annoying to taxpayers than travel by government officials when the travel appears not to be necessary. I recognize that most of the \$4 billion spent each year for travel by government employees, military dependents and patients at Veterans Administration hospitals is necessary and fully justified. However, there are repeated instances of travel by government officials that raise questions, both as to whether all the travel really is essential and whether the official involved should be away from his usual place of work at the time of the travel. This is particularly true in the case of foreign travel.

As we discussed at a recent Cabinet meeting, I would like to have each of you review the travel policies and practices of your department or agency and report back to me on steps that you have taken to assure that excessive travel does not occur. Please forward a report on your department's efforts to reduce excessive travel to Craig Fuller. The report should cover both foreign and domestic travel. Each department should address the following areas:

1. Documentation of the purpose for trips.
2. Review to determine reasons for more than one person traveling to a particular event.
3. Review to determine the degree to which a trip is devoted to official business versus personal business/pleasure.
4. Explanation of why resort meetings which may involve unnecessary costs and raise legitimate questions of unnecessary expenditures cannot be avoided.
5. Review of the extent to which meetings and conferences are funded by contracts and grants.

I would like to have your report on the findings from your review and the changes you are making in policies and practices by December 30, 1981.